

ALLOWANCES

CHAPTER 100

OFFICIAL RESIDENCE EXPENSES

410 DESCRIPTION

411 Definitions

- a. "Principal representative" means a senior official of the United States Government serving in a foreign country who has been designated by the Secretary of State as occupying a position of such importance that the Government should defray the unusual expenses incident to the operation and maintenance of his official residence.
- b. "Official residence" means the residence designated by the head of agency for occupancy by a principal representative of an agency. The term "official residence" includes the building and grounds
  - (1) purchased or leased by the Government and assigned to a principal representative, or
  - (2) leased or owned by a principal representative, or by a member of his family, and occupied by the principal representative as his residence.
- c. "Official residence expenses" means the unusual expenses which a principal representative is obliged to incur in the operation and maintenance of a suitable official residence. These expenses must be in excess of the usual expenses incident to the operation and maintenance of the residence he would occupy if he were serving at the post in any other capacity.
- d. "Household servant" means a servant employed to perform household duties within the official residence.
- \* e. "Servants' maintenance" means the board, lodging, clothing, local transportation, medical and dental care, social security and other assessments, gratuities, burial expenses, and so forth, which are required in accordance with local law or custom to be provided by the principal representative in addition to wages. Transportation costs described in section 451 also are considered to be a part of servants' maintenance.
- \* f. "Usual expenses" means the expenses incurred by employees in operating and maintaining a residence at the post other than an "official residence" (see section 411b). The usual expenses for servants are shown by employee grade level in the table in section 440.

412 Scope

The defraying of official residence expenses is intended to make possible the operation and maintenance of official residences in which principal representatives can properly represent the United States abroad by extending official (as distinct from personal) hospitality to foreign dignitaries and important visitors, by receiving official deputations

and callers, and by holding requisite and appropriate ceremonies smoothly and with dignity. Also, payment of official residence expenses is intended to keep the official residences staffed and in operation, to the extent necessary, even during intervals between the departure of an officer because of recall, transfer, or some other reason, and his return or the arrival of his successor. Payment of official residence expenses should not be considered to be a gratuity, allowance, or other emolument.

\* 420 DESIGNATIONS

421 Designation of Principal Representatives

The Secretary of State will designate the positions whose incumbents shall be considered principal representatives for purposes of this chapter.

422 Designation of Official Residences

The head of agency shall determine which residences at a post shall be considered as official residences for occupancy by principal representatives. When a principal representative is expected to be absent from his post for a period in excess of 30 consecutive calendar days, the head of agency may in addition designate as a temporary official residence the residence of the employee acting for the principal representative.

\* 430 OFFICIAL RESIDENCE EXPENSE DURING ABSENCE OF PRINCIPAL REPRESENTATIVE

Unusual expenses defined in section 411c which are incurred in the following circumstances may be charged as official residence expenses in accordance with provisions of sections 440 and 450 when pertinent:

- a. When an employee is authorized by the head of agency to occupy the official residence during the absence from the post of the principal representative; (If the head of agency determines it to be necessary for such an employee to maintain and operate another residence at the post while occupying the official residence, the "usual" and "unusual" expenses (see sections 411c and 411f) of maintaining and operating the official residence may be charged as official residence expenses.)
- b. During periods when the official residence is unoccupied;
- c. When the residence of another employee who is acting for the principal representative is temporarily designated as an official residence. (See section 422.)

## ALLOWANCES

440

440 AMOUNT OF USUAL EXPENSE FOR HOUSEHOLD SERVANTS

The following table shows the amount of annual usual expenses (Sec. 411f) for the wages and maintenance of household servants that must be borne personally by a principal representative, according to his grade. Household servants' wage and maintenance costs in excess of these amounts may be treated as official residence expenses in accordance with provisions of section 451a.

|                                      |         |
|--------------------------------------|---------|
| Chief of Mission<br>(22 USC 802 (9)) | \$1500. |
|--------------------------------------|---------|

Principal Representatives Not Chiefs of Mission

|                                      |         |
|--------------------------------------|---------|
| CA - CM<br>FSO - FSR 1<br>GS 16 - 18 | \$1300. |
|--------------------------------------|---------|

|  |         |
|--|---------|
| FSO - FSR 2 - 3<br>FSS 1 - 2<br>GS 14 - 15 | \$1000. |
|--|---------|

|   |         |
|---|---------|
| FSO - FSR 4 - 5 and below<br>FSS 3 and below<br>GS 13 and below | \$ 700. |
|---|---------|

\* 450 ALLOWABLE EXPENDITURES

Within allotted funds an official residence allotment may be charged, or reimbursement made therefrom to principal representatives, for the official residence expenses (See Sec. 411c) that are described in sections 451, 452 and 453.

451 Household Servants

- a. Wages and maintenance of household servants which exceed on an annual basis the applicable amount of usual expenses specified in the table in section 440.
- b. Transportation of household servants between the post and alternate seat of government.
- c. Transportation of household servants between the residence post and another post of assignment if the principal representative is designated as a principal representative at both posts concurrently.

452 Household Operation and Maintenance

- a. The rent, installation, repair, upkeep, and removal of furnishings, equipment, and appliances.

453

ALLOWANCES

- b. The purchase of services such as those required to renovate and re-decorate the premises for use as an official residence.
- c. General house cleaning, dry cleaning, laundry, trash removal, window washing.
- d. Telephone costs which exceed costs of installation and continuing service charges for one instrument.

453 Expendable Household Supplies

- a. Supplies which are normally consumed in use or lose their identity, such as cleaning supplies, paper, light bulbs, linen, nails, and wire.
- b. Supplies which are of insufficient value (\$10 or less) to justify maintenance of property accountability records, such as electrical equipment, kitchenware, plumbing supplies, and tools.

454 Prohibitions

Expenses such as the following may not be reimbursed from or charged to the official residence expense classification:

- a. Expenditures properly borne by any appropriation other than the appropriation from which official residence expenses are funded;
- b. Expenditures for any object when that expenditure is prohibited by law.

455 Payment

Official residence expenses authorized under this chapter may be paid or reimbursed in accordance with implementing regulations of the responsible Government agency.